

PALMERTON AREA SCHOOL DISTRICT
REGULAR MEETING OF THE BOARD OF SCHOOL DIRECTORS
Tuesday, February 18, 2025

Parkside Boardroom, 680 Fourth Street, Palmerton, PA

All public meetings are being video recorded and livestreamed via Facebook for the purpose of public broadcast.

1. CALL TO ORDER 5:30 P.M.: PLEDGE OF ALLEGIANCE

2. ROLL CALL:

Dr. Connell	Ms. Haas	Ms. King	Ms. Krawchuk	Mr. Mazepa	Mrs. Paules
Mr. Paules	Mrs. Schaible	Ms. Snyder	Ms. Friebolin	Mr. Kish	Atty. Lochinger

3. STUDENT REPORTS:

4. SUPERINTENDENT’S REPORT:

5. BUSINESS MANAGER’S REPORT:

6. BOARD MEMBER REPORTS:

7. OLD BUSINESS:

- A. RLPS Architects – feasibility study summary
- B. District construction projects options discussion

8. PUBLIC PARTICIPATION (POLICY #903):

There shall be time available for public participation at the beginning and end of each board meeting. The beginning session is open for agenda items only and the ending session is open for any agenda times or issues relating to school district policies and operations. Informal requests shall be afforded five (5) minutes for presentation. Should the speaker find the five (5) minute time allotment to be insufficient for his/her presentation, a more detailed written presentation shall be an option. Please note that public interruption of the meeting will detract from the meeting.

9. MEETING MINUTES:

- A. Motion for the Board of School Directors to approve the board meeting minutes from January 7, 2025 and January 21, 2025 (enclosures).

Motion by: _____ Seconded by: _____
 Vote: Yes _____ No _____ Absent _____ Abstentions _____

10. CONSENT AGENDA:

- A. Motion for the Board of School Directors to approve the attached consent agenda.

Motion by: _____ Seconded by: _____
 Vote: Yes _____ No _____ Absent _____ Abstentions _____

11. FISCAL:

- A. Motion the Board of School Directors to approve Change Order Number 1, JBM Mechanical, Inc. The contract sum will be increased by this change order in the amount of \$3,399.38 (enclosure).

Motion by: _____ Seconded by: _____
 Vote: Yes _____ No _____ Absent _____ Abstentions _____

- B. Motion for the Board of School Directors to authorize KCBA Architects to review the design at no cost to the district for the security project of the existing front entrance of the high school.

Motion by: _____ Seconded by: _____
Vote: Yes _____ No _____ Absent _____ Abstentions _____

- C. Motion for the Board of School Directors to authorize KCBA Architects to proceed with the building design and bid package for the district administration office addition project (enclosure).

Motion by: _____ Seconded by: _____
Vote: Yes _____ No _____ Absent _____ Abstentions _____

- D. Motion for the Board of School Directors to authorize Keystone Consulting Engineers to proceed with the planning, bid document preparation, and fee schedule for the district administration office addition project (enclosure).

Motion by: _____ Seconded by: _____
Vote: Yes _____ No _____ Absent _____ Abstentions _____

- E. Motion for the Board of School Directors to authorize KCBA Architects to proceed with the building design and bid package for the building addition to the high school/junior high school (enclosures).

Motion by: _____ Seconded by: _____
Vote: Yes _____ No _____ Absent _____ Abstentions _____

12. PERSONNEL:

- A. Motion for the Board of School Directors to approve Justin Petersen as High School Assistant Principal/Athletic Coordinator, as a Group One employee per the Act 93 Memorandum of Understanding, at an annual salary of \$92,000 prorated effective upon release from his current position.

Motion by: _____ Seconded by: _____
Vote: Yes _____ No _____ Absent _____ Abstentions _____

13. OTHER:

- A. Approve the nomination of Director Sherry Haas to the Carbon Lehigh Intermediate Unit #21 Board of Directors for a three-year term beginning July 1, 2025 through June 30, 2028.

Motion by: _____ Seconded by: _____
Vote: Yes _____ No _____ Absent _____ Abstentions _____

14. PUBLIC PARTICIPATION:

15. FOR THE GOOD OF THE ORDER:

16. ADJOURNMENT:

Motion by: _____ Seconded by: _____
Vote: Yes _____ No _____ Absent _____ Abstentions _____

PALMERTON AREA SCHOOL DISTRICT
CONSENT AGENDA
Tuesday, February 18, 2025

1. FISCAL:

- A. Approve accounts payable reports (enclosures)
- B. Approve treasurer’s reports (enclosures)
- C. Approve budget transfers (enclosure)
- D. Approve to exonerate the following current tax collectors from the collection of the 2024-2025 school year delinquent per capita taxes effective January 1, 2025 (enclosure):

Bowmanstown Borough	Maria Smith	\$ 1,840.00
Lower Towamensing Township	Maxine Scherer	\$ 6,450.00
Palmerton Borough	Raquel Lutton	\$13,900.00
Towamensing Township	Susan Marques	\$ 7,200.00

- E. Approve the per capita tax exoneration list (enclosure)
- F. Appoint Berkheimer Associates, Bangor, PA, as the delinquent tax collector of the 2024-2025 school year per capita taxes effective January 1, 2025. There is no fee assessed to the district for this service; the fees are assessed to the taxpayer.
- G. Approve retroactively the refund, granted as a result of the approved settlement agreement on Parcel ID 27-57-B4.01A, effective July 1, 2024, on Docket No. 2023-2445, Forest Inn Property, LLC v. Carbon Co. BOAA et al, to be granted as a credit for the 2025-2026 school year
- H. Approve the agreement with the Pennsylvania Trust to contract with Conrad Siegel for the bi-annual required GASB 75 services to perform an actuarial valuation for the district at an estimated cost of \$5,975.00 (enclosure)
- I. Approve the lease/rental agreement with Theatre World Backdrops for the backdrop rental package for the High School Drama Activity Club in the amount of \$973.29 (enclosure)
- J. Approve the donation from Beltzville Beverage in the amount of \$165.00 for Towamensing Elementary School

2. PERSONNEL:

- A. Approve the following effective February 19, 2025:

Jamie Bass	Instructional Assistant	\$18.28 per hour
Erika Katona	Instructional Assistant	\$18.28 per hour
Tina Gebhard	Part-time Custodian	\$15.69 per hour

B. Acknowledge the following horizontal movement effective the second semester of the 2024-2025 school year:

Tanya Hess	Master's +15 to Master's +30
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C. Rescind the previously approved Family & Medical Leave for the following:

Employee #8438	Effective from January 28, 2025 through approximately April 28, 2025
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D. Approve the following for Family & Medical Leave:

Employee #279	Effective from approximately April 26, 2025 through June 11, 2025
Employee #8438	Effective from February 28, 2025 through approximately May 23, 2025

E. Approve retroactively the following uncompensated leave request:

Employee #609	Effective January 21, 2025 through February 28, 2025
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F. Approve the following as Spring Event Workers at a rate of \$30.00 per event effective February 19, 2025:

Pamela Andrews	Vicki McHugh
Jeana Baumgardt	Christine Owens
Craig Borland	Andrew Remsing
Jessica Cohen	Christine Rodrigues
Julia Dougherty	Darris Rodrigues
Darlene Dugan	Kimberly Seiler
Robert Falkenstein	Thomas Smelas
Travis Fink	Brian Stevko
Kelly Heinrich	Denise Strohl
Michael J. Horvath	Kevin Wertz
John Hrebik	

G. Accept the following resignations:

Janelle Taylor	Instructional Assistant	Effective January 22, 2025
Jamie Bass	Food Service Worker	Effective February 4, 2025

H. Approve the following substitutes effective February 19, 2025:

Stephanie Miller	Substitute Teacher	\$135.00 daily rate
Kevin Snyder	Substitute Custodian	\$13.00 per hour

I. Remove the following from the current substitute lists:

Benjamin Wysocki	Substitute Teacher	Effective January 28, 2025
Marybeth Altemus	Substitute Food Service Worker and Substitute Secretary	Effective January 27, 2025
Erika Katona	Substitute Instructional Assistant	Effective February 19, 2025

J. Amend the retirement date for Timothy Kleintop, health room technician, with a revised effective date of January 30, 2025

K. Approve tuition reimbursements (enclosure)

3. OTHER:

A. Approve the 2025-2026 High School Program of Studies (enclosure)

B. Approve the agreement with The Safeway Driving School, Inc. for July 1, 2025 through June 30, 2026 (enclosure)

C. Approve the client services agreement with ProCare Therapy effective February 19, 2025 through June 30, 2026 (enclosure)

D. Approve the client assignment confirmation with ProCare Therapy effective February 24, 2025 through June 10, 2025 (enclosure)

E. Approve the agreement with Finalsite for the district website construction at an initial set up cost of \$6,500.00 effective February 19, 2025 (enclosure)

F. Approve the following conference (enclosures):

Angela Friebolin	PASA Women’s Caucus Annual Conference, Hershey	May 18, 2025 through May 20, 2025	Estimated cost of \$1,110.52
Jamie Schuler	PDE Data Summit, Hershey	March 24, 2025 through March 26, 2025	Estimated cost of \$1,199.00

G. Approve the first reading of the following policies (enclosures):

- 1) Policy #216 Student Records
- 2) Policy #218.1 Weapons
- 3) Policy #222 Tobacco & Vaping Products
- 4) Policy #235.1 Surveys
- 5) Policy #254 Educational Opportunity for Military Children